



City of Austin - JOB DESCRIPTION



Assistant Director of Small Minority & Business Resources

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10918	Salary Grade:	E00
Approved:	March 03, 2000	Last Revised:	June 23, 2010

Purpose:

With general direction and policy of the Director and Deputy of the Small Minority Business Relations Department, assist in the management of the operations of the Women and Business Minority Procurement program for the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assist the Deputy Director in formulating, proposing and adopting rules and regulations to enhance the development, implementation and monitoring of the Minority-Owned and Women-Owned Business Enterprise Procurement Program.
2. Promote the city ordinance, encouraging minorities and women participation in City contracts.
3. Assist in the management of the operations, assisting minorities and women in gaining visibility within the City's contract/procurement process
4. Assure MBEs and WBEs are informed of city contracting opportunities.
5. Assist in managing the information and assistance to MBEs and WBEs relating to city procurement practices and procedures and bid specifications, requirements and prerequisites.
6. Assist in managing business certification as MBEs and WBEs, maintain certification records, and ensure all city departments have an up-to-date certification register.
7. Assist in Managing payments to MBEs and WBEs and monitor participation goals and commitments compliance by working with city departments.
8. Establish procurement goals for selected groups.
9. Report the availability of certified MBEs and WBEs to perform contracts for the city.
10. Provide staff support and report to the MBE/WBE Advisory Committee, forwarding recommendations to the City Manager, City Council and city departments.
11. Render a decision on contractors' goal achievements or good faith efforts in compliance with participation goals for contracts.
12. Receive, review, and respond to complaints, suggestions, and/or violations concerning the program.

Responsibilities - Supervisor and/or Leadership Exercised:

Evaluate job performance.
Manage division/section activities.
Monitor departmental budget expenditures.
Develop & revise operating procedures.
Review work for accuracy & completeness.
Train personnel in performance of job tasks.
Assign job duties & monitor task completion.
Recommend personnel actions, i.e. promotions, transfers, hires, fires, etc.
Prioritize projects and work activities.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of various phases of the City administration
Knowledge of the charter of Women and Business Minority Procurement program
Knowledge of Public Administration principles
Skill in preparing and analyzing budgets, reports, and studies
Skill in planning, organizing, and evaluation the activities of a department or departments
Skill in communicating effectively both orally and in writing.
Ability to plan strategically.
Ability to plan and schedule operations

Minimum Qualifications:

Education and/or Equivalent Experience: Bachelor's degree in Public Administration, Business Administration or related field plus five (4) years of related experience in a supervisory or management capacity. A Masters Degree may substitute for experience up to 2 years

Licenses and Certifications Required:

none

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.